

## PAYROLL PROCEDURES

Salaries for professional personnel shall be paid according to the salary schedule established by the State plus added increments approved by the Evangeline Parish School Board. All other employees shall be paid according to a salary schedule formulated by the Board. Such a schedule shall take into consideration skill level and years of experience.

### PAYDAY SCHEDULES

The salaries of all permanent employees shall be distributed over twelve (12) months, regardless of employment period. The pay period for regular employees shall be the first working day of each calendar month to the last day of the calendar month. Payroll shall be issued in twelve (12) equal installments, and distributed on the last working day of the month. If a pay day falls on or during a school holiday or weekend, employees shall receive their pay on the work day preceding the holiday or weekend. Employees who join the school system during the school year shall have their salaries pro-rated accordingly. The official payday shall be the last working day of each calendar month.

Employees hired shall have their payroll check direct deposited on the scheduled payday. Those hired before this date may opt to have their payroll check direct deposited. Employees shall provide all necessary deposit information, including a voided check, to the payroll department. The employee shall be responsible to notify the payroll department immediately of any changes in account status. Only checking accounts from approved financial institutions shall be accepted for direct deposit.

### Payroll

The payroll cut-off date for salaried employees is the fifteenth (15<sup>th</sup>) day of each month. All payroll changes concerning salary deductions for federal taxes, local taxes, group insurance and other miscellaneous payroll deductions must be received by the payroll accounting department by the payroll cut-off date to be effective for that monthly pay date. After the payroll cut-off date, cash payment for increase in coverages shall not be accepted by the School Board, (except in the case of health insurance premiums when acceptance or cancellation is mandatory due to insurance guidelines.)

Changes in taxes or payroll deductions must be on the appropriate form and must be received by the payroll section to change the amount being deducted. Cancellations in payroll deductions shall only be by written notification to the payroll section. Changes sent directly to insurance companies shall not be effective until the change notification is received by the payroll department.

The payroll cut-off date for substitute or part-time employees shall be the third work day of the month following the month in which the substitute worked. Changes or reports received after the third work day shall be effective on the next regular or substitute

payroll.

No check shall be written for any regular or substitute employee until the personnel department receives the minimum information of: name, address, and social security number. If no W-4 form is received for federal and local taxes, the taxes to be withheld shall be at the single rate with no dependents.

#### Checks for Other than Salary

Stipends, summer school pay, overtime travel reimbursements, and any other pay outside of normal salaries shall be paid as follows:

If the time sheet, or other appropriate payment form, with required signatures, is received by the business office in accordance with the annually published business office calendar, then a remuneration check will be issued on the 25<sup>th</sup> of the month. If the 25<sup>th</sup> falls on a Saturday, then checks will be issued on the 24<sup>th</sup>. If the 25<sup>th</sup> falls on a Sunday, then checks will be issued on the 26<sup>th</sup>.

If the time sheet, appropriate payment form, or other documentation, with all required signatures is received by the business office after the last working day of the month, payment shall be made on the next scheduled payment day.

#### Lost Checks/Incorrect Deposit Instructions

If a check was lost as a result of the employee failing to notify the central office of a change of address or other employee negligence, or lost by a postal system, the employee shall receive a replacement check within the next five (5) working days. If there was an administrative error, the employee shall receive an immediate replacement check.

#### TEACHERS SEPARATING

Teachers separating from the Evangeline Parish schools at the close of the school session may request in writing that they receive full payment for their services. Otherwise, they shall continue to receive their payment on a monthly basis during June, July, and August.

Teachers separating from the school system at any other time for any reason shall receive their final pay check and any severance due on the next payday or within fifteen (15) days following the date of termination, whichever is earlier.

Ref: La. Rev. Stat. Ann. §§17:81, 17:421, 23:631; Board minutes, 5-2-85, 3-15-01, 5-17-07, 7-21-10.